

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, July 23rd, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Comptroller Sandra Cummings, Sr. Billing Administrator Wellesley Marsh, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 7:00 a.m.

Chair Thompson entertained a motion to approve the Minutes from July 2, 2015 and July 9, 2015. Vice Chair Gonsalves moved to approve with a second by Clerk Carreiro; 3-0-0

The Board was presented with the 4th Quarter Internal Adjustments in the amount of \$1808.31. Chair Thompson entertained a motion to approve the 4th Quarter Internal Adjustments. The motion was moved by Vice Chair Gonsalves and seconded by Clerk Carreiro; 3-0-0

Superintendent Pelletier gave an update on Well 10. The dehumidifier issue has been addressed and the dripping flange is next on the list.

Polaris Consultants is working on the SRF closing survey for Well 10.

WMA permit renewal and DEP order-to-complete was briefly discussed.

The Assistant Superintendent position is posted. Town Administrator Clark will meet with Superintendent Pelletier this coming Tuesday to discuss applicants.

Revisions will be made to the Foreman job description and forwarded to the Union for approval. Vice Chair Gonsalves would like to review the new job description.

The Board discussed the questions that they felt were well suited for the Employee Feedback form. A draft of the final form will be created and presented at the next Board meeting.

Comptroller Cummings provided the Board with a FY15 Budget Update.

The topic of Indirects was discussed. The Finance Director sent the Water Department a copy of the final budget. The data that was sent didn't match the amount that was voted on previously by the Board. Vice Chair Gonsalves recommended that a meeting be scheduled with the Finance Director and the Town Administrator to discuss the Indirects.

Clerk Carreiro proposed adding solar panels onto Water Department buildings to cut down on future electric costs. More research will be done on this topic to see if this is an option.

The Board discussed adding an additional duty into the job description of the Superintendent of Water & Wastewater. The duty calls for the Superintendent to make sure all buildings that fall under Water Department domain carry the proper insurance. In the time being, Superintendent Pelletier will be contacting the Water Department's representative at MIA Insurance to ensure that all Water Department buildings are covered under insurance.

A standard operating procedure will be drawn up to better assist Water Department personnel on what to say when a homeowner is accusatory.

The Board discussed a proposal to insert eco-toilet pamphlets into the next Water Department bill run for a study being done by a University of Texas professor. Clerk Carreiro moved to decline mailing the pamphlet. Vice Chair Gonsalves seconded; 3-0-0

Superintendent Pelletier is interested in having CB radios installed in all of the Water Department vehicles.

Superintendent Pelletier recommended to the Board that the Department replace the two chemical pumps at T1.

The Regional Director of AT&T informed the Superintendent of a cancellation of lease letter.

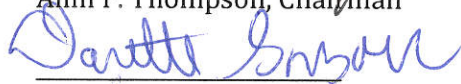
The Board will hold a special meeting on Thursday, August 13, 2015 at 7:00 a.m. at the Harwich Water Department to discuss the topic of wastewater.

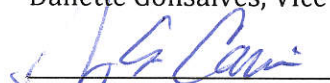
The Board will meet again on Thursday, August 6th, 2015.

Chairman Thompson motioned to adjourn at 8:40 a.m. with a second from Vice Chair Gonsalves; 3-0-0

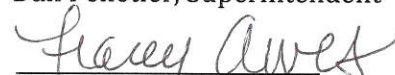
Respectfully submitted,


Allin P. Thompson, Chairman


Danette Gonsalves, Vice Chair


Gary Carreiro, Clerk


Dan Pelletier, Superintendent


Tracey Alves, Board Secretary